

Correction: Title of Position

VACANCY NOTICE
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

#2010-67

CS-376

REV(08/08)

AUG 14 10

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| Description of Position | TITLE OF POSITION: | Coord. Of Unemploy. Insurance Prog. | CLASSIFICATION CODE: | 02589700 |
| | SALARY RANGE: | (131A) \$54718 - \$61953 | REFERENCE POSITION NO.: | 1680-50101-#03293 |
| | Labor & Training | Income Support | APPLICATION PERIOD: | 09/21/10- 09/27/10 |
| | DEPARTMENT | DIVISION/SECTION/UNIT | NO GRACE PERIOD | |
| | Assignment(s) / Comments | | | |
| | Shift and Days: | Mon. - Fri. 8:30 am- 4:00 pm Non-standard | Job Location: | 1511 Pontiac Avenue Cranston, RI 02920 |
| | Restrictions/Limitations: Limited thru 06-30-2011 | | | |
| | Position Covered By Collective Bargaining Union Agreement | | Yes | No X |
| | Name of Bargaining Unit Union: | | | |
| | There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions | | | |
| * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. | | | | |
| General Information to Candidate | INSTRUCTIONS: | | | |
| | A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application or within a cover letter</u> , both the File Position Title and Number. | | | |
| | Most Important - Please include the following information: | | | |
| | <ul style="list-style-type: none">The title of the position for which you are applyingTitle of your present position and date you entered itDate you entered State service | | <ul style="list-style-type: none">Name of department where you are currently employedYour business telephone numberPresent Union Affiliations | |
| | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. | | | |
| | B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: | | | |
| | If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. | | | |
| | C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: | | | |
| | Reasonable Accommodations: | | | |
| | If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. | | | |
| Medical Information: | | | | |
| Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). | | | | |
| Statement of Duties | DUTIES / RESPONSIBILITIES: | | | |
| | To direct and coordinate statewide special purpose employment and training programs; and to do related work as required. PLEASE SEE ATTACHED FULL JOB SPECIFICATION | | | |
| Minimum Education & Experience | EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business, public or personnel administration; and | | | |
| | EXPERIENCE: Such as may have been gained through: considerable employment in a position responsible for providing a variety of employment services and special programs to develop employment opportunities for special needs groups. OR , any combination of education and experience that shall be substantially equivalent to the above education and experience. | | | |
| Where to Apply | Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. | | | |
| | EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO: | | | |
| Betsey Porter Department of Administration Office of Human Resources, 3rd Floor General Government Service Center One Capitol Hill, Providence, RI 02908 | | Telephone #: (401) 222-5721 EMAIL: betseyp-resume@hr.ri.gov TTY/TDD#: 711 (Telecommunication Device for the Deaf) | | |



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE: COORDINATOR OF UNEMPLOYMENT
 INSURANCE PROGRAMS**

**Class Code: 02589700
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination and implementation of special purpose unemployment insurance programs, including temporary programs serving the state or local area; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction with considerable latitude to exercise independent judgement; work is subject to review to ensure conformance to agency policies, procedures, objectives, rules and regulations.

SUPERVISION EXERCISED: As required, plans organizes and reviews the work of technical and clerical support staff; exercises functional supervision of specified unemployment insurance programs,

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide direction to staff implementing procedural changes in field office operations to accommodate temporary or permanent unemployment insurance programs statewide.

To disseminate instructions, procedures and information pertinent to specific unemployment insurance programs such as trade readjustment assistance, unemployment compensation for federal employees, unemployment compensation for ex-servicemen, federal-state extended benefits, and other programs which may be operational in Rhode Island.

To act as liaison between the United States Department of Labor (USDOL) field representatives and local offices for the purpose of securing data and validating reports.

To monitor and evaluate the effectiveness of various unemployment insurance programs.

To make field visits to local offices, other agencies, employers and USDOL training centers to ascertain problem areas.

To submit written technical reports pertaining to special purpose unemployment insurance and to make recommendations for improvements.

To develop and conduct training programs to insure maximum efficiency of staff and quality of service to clients.

To review new federal and state laws regarding unemployment insurance to ascertain their effect on departmental services and operations.

To prepare informational and instructional manuals for use in the administration of special unemployment insurance programs.

To provide technical assistance to staff engaged in the administration of special purpose programs in the local offices and/or other locations.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the function and objectives of the State unemployment insurance programs; a working knowledge of the methods, procedures and techniques applied in processing initial claims, non-monetary determinations, new claims, and appeals; the ability to plan, develop, implement and technically supervise one or more unemployment insurance programs; the ability to evaluate the effectiveness of methods, procedures and techniques applied to unemployment insurance programs; the ability to prepare written reports; the ability to devise procedures and techniques for the most effective utilization of personnel for the training and retraining of staff; the ability to instruct others in the installation, revision or termination of programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business or public administration, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a position responsible for planning and evaluating new and existing insurance programs in a public or private organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

Editorial Review: 3/15/03